



Republic of the Philippines  
**Department of Education**  
REGION V  
**SCHOOLS DIVISION OF SORSOGON**

March 21, 2022

**DIVISION MEMORANDUM**

No. 45, s. 2021

**DIVISION MONITORING AND EVALUATION AND ADJUSTMENT (DMEA)  
FOR CY 2022**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors/Specialists/Division Coordinators  
Public Schools District Supervisors and OIC-PSDS  
Heads of Functional Areas  
Elementary and Secondary School Heads  
All Others Concerned

1. Cognizant of **Regional Memorandum No. 24, s. 2022 re: CY 2022 REGIONAL MONITORING, EVALUATION AND ADJUSTMENT (RMEA) IN DEPED REGION V** and for SDO Sorsogon to continuously ensure the quality delivery of basic education services and the implementation of programs, projects and activities (PPAs) both in the Division and School levels, this Office, through the SGOD shall conduct the quarterly MEA for SDO Proper, Districts and Schools.
2. Relative to this, the SDO Proper (Functional Divisions/Areas), Districts and Schools are required to conduct and submit duly validated quarterly MEA reports according to the indicative schedule found in the enclosures.
3. The conduct of Quarterly MEA aims to:
  - a. report the quarterly physical and financial accomplishments each Functional Division/Area of the SDO;
  - b. assess the Functional Division/Area accomplishments and performance on the implementation of the different programs, projects, and activities (PPAs) vis-à-vis the targets;
  - c. report results and analysis of the key performance indicators (KPIs) for the quarter of per district;
  - d. identify the implementation issues that hindered/contributed to the attainment of the targets;
  - e. identify priority areas for improvement to be considered in the adjustment/preparation of Work Plan, WFP and AIP for the succeeding quarter/year;

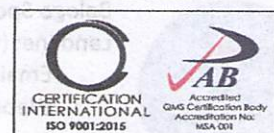


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CIP 5461/21/05/1163





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Enclosure to Division Memorandum No. 45, s. 2022

**MEA INDICATIVE SCHEDULE AND KEY PERFORMANCE INDICATORS (KPIs) PER QUARTER FOR CY 2022  
 (DISTRICTS AND SCHOOLS)**

QUARTER	SY (SCHOOL ACADEMIC QUARTER)	DATE OF SUBMISSION	KEY PERFORMANCE INDICATORS		
			ACCESS	QUALITY	GOVERNANCE
<b>Q1</b> <b>(January- March 2022)</b> <b>SMEA</b> -3 <sup>rd</sup> -4 <sup>th</sup> week of March 2022  <b>DisMEA</b> - 4 <sup>th</sup> week of March 2022	End of Academic Q2 Start of Academic Q3 Mid-Year Break	On or before April 4, 2022	* NLPA * Drop-out * PARDO/ SARDO	* No. of Learners with Failing Grades (FG) * No. of Learners under FL (Phil-IRI Eng. & Fil.) * PL in Math	* No. of schools validated/implemented F2F * No. of schools with SIP/AIP *MOOE Liquidation
<b>Q2</b> <b>(April-June 2022)</b> <b>SMEA</b> -3 <sup>rd</sup> week of June 2022  <b>DisMEA</b> - 4 <sup>th</sup> week of June 2022	End of Academic Q3 Start of Academic Q4 End of academic Q4	On or before July 4, 2022	* NLPA * Drop-out * PARDO/SARD O * no. of completers * no. of graduates G 6 and G12	* No. of Learners under FL * No. of Learners with FG *PL in Math * CRLA (EOSY)	* No. of schools validated/implemented F2F * SBM Level of Practice * With SIP/AIP * Liquidation of MOOE



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**MEA INDICATIVE SCHEDULE PER QUARTER FOR CY 2022 FOR SDO PROPER**

MEA ACTIVITY per QUARTER	SCHEDULE	Persons Involved	EXPECTED OUTPUTS/KPIs
<b>QUARTER 1</b> Pre-DMEA per Functional Division/Area	April 4, 2022	Personnel of the FDs/Areas	* Planned Outputs for Fourth Quarter per Functional Division/Area/Section/Unit (Accomplishments versus Targets)-(PMIS and Non-PMIS POs)  * Deployment of Personnel
<b>Inter-Office Validation</b>	April 5, 2022	Validators and FDs/Areas Key Personnel	
<b>Actual DMEA</b>	April 7, 2022	SDS, ASDS, CID and SGOD Chiefs, Budget Officer, Accountant, HRMO, AO-Admin., SMME, DPO	
<b>QUARTER 2</b> Pre-DMEA per Functional Division/Area	June 27, 2022	Personnel of the FDs/Areas	* Budget Utilization (MOOE, GASS, HRTD and Downloaded Funds)  * Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB)
<b>Inter-Office Validation</b>	June 28, 2022	Validators and FDs/Areas Key Personnel	
<b>Actual DMEA-</b>	July 4, 2022	SDS, ASDS, CID and SGOD Chiefs, Budget Officer, Accountant, HRMO, AO-Admin., SMME, DPO	
<b>QUARTER 3</b> Pre-DMEA per Functional Division/Area	September 26, 2022	Personnel of the FDs/Areas	* Status of MOOE Downloading and Liquidation  * Unaccomplished Outputs  * Value Added Contributions  * Concerns, Challenges, Issues, Problems, Gaps and Proposed Resolutions  * Lessons Learned  * Best Practices
<b>Inter-Office Validation</b>	September 28, 2022	Validators and FDs/Areas Key Personnel	
<b>Actual DMEA-</b>	October 3, 2022	SDS, ASDS, CID and SGOD Chiefs, Budget Officer, Accountant, HRMO, AO-Admin., SMME, DPO	
<b>QUARTER 4</b> Pre-DMEA per Functional Division/Area	January 2, 2023	Personnel of the FDs/Areas	
<b>Inter-Office Validation</b>	January 3, 2023	Validators and FDs/Areas Key Personnel	
<b>Actual DMEA</b>	January 9, 2023	SDS, ASDS, CID and SGOD Chiefs, Budget Officer, Accountant, HRMO, AO-Admin., SMME, DPO	



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